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RECOMMENDED MAIL CONTROL SECTION SUPERVISORY T/O WITH
A SUMMARY OF THE DUTIES AND LINE OF AUTHORITY
FOR EACH POSITION

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Prepared by:

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This recommended Mail Control Section supervisory T/O with a summary of the duties and line of authority for each position was prepared with the following objectives in mind.

(1) To specifically provide for continuous daily checks and inspections of courier posts, routes, method of transmission and care of material transported.

(2) To transfer the direction and planning functions of the Mail Control operations from the Office of the Chief, Records Management and Distribution Branch to the Office of the Chief, Mail Control Section. The transfer is proposed with the understanding that the Branch Chief or his Assistant will maintain close supervisory control over the Section Chief to assure the timely accomplishment of the duties described.

(3) To more clearly define the line of authority with respect to the handling of personnel and operational problems.

For convenience in comparing the present and proposed positions and position requirements there is a notation in parenthesis following each statement to indicate the level at which the action is now being taken or to indicate that no action is now being taken.

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**Recommended Mail Control Section Supervisory T/O With A Summary
Of The Duties And Line Of Authority For Each Position**

Chief Mail Control Section - GS-9

1. Directs and plans Mail Control operations except for certain types of operational and pouch material. (Presently done by the Branch Office.)
2. Contacts representatives of other offices regarding changes in routing, number of pick-ups and deliveries, and service complaints or requests for additional service. (The initial contacts are now usually made by a representative of the Branch Office with necessary follow-ups made by the Chief of the Section.)
3. Acts as liaison with other agencies regarding courier and mail operations. (Both a Branch Office representative and the Chief of the Section now act in this capacity depending on the circumstances.)
4. Prepares memoranda or manualized instructions to mail and courier personnel; subject to the approval of the Branch Chief. (Presently done in the Branch Office.)
5. Prepares memoranda for the signature of the Chief, Administrative Service concerning mail or courier activities; subject to clearance by the Branch Chief. (Presently done by the Branch Office.)
6. Handles personnel problems referred to him by the supervisor or refers them to the Branch Chief when necessary. (No clearly defined line of authority for handling such problem at this time.)
7. Interviews prospective employees and recommends the action to be taken. (The responsibility for this function is not specifically assigned at present and has been by any or all of the following: Chief of the Branch, Chief of the Section, and the Administrative Assistant, Administrative Services.)
8. Periodically checks courier posts, routes and schedules. (No regular checks now being made.)

Assistant Chief Mail Control Section - GS-8

1. In the absence of the Chief or by delegation, undertakes any of the duties of the Chief. (This position is established on the present T/O but is vacant.)
2. Makes daily inspections of courier posts and routes, and checks methods of transmission and the care of material transported. (No daily or periodic inspections now being done.)

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3. Sees that all prescribed security measures are observed.
(Presently done by the Section Chief.)

4. Sees that all prescribed regulations with respect to the use and maintenance of government vehicles are observed. (Presently done by the Section Chief.)

Supervisor of Operations GS-7

1. Directly supervises mail and courier personnel and operations.
(Presently done by the Section Chief.)

2. Schedules personnel assignments. (Presently done by the Section Chief and a GS-6 Mail Supervisor.)

3. Answers inquiries regarding the best method of preparation and dispatch of mail. (Presently done by the Section Chief.)

4. Answers inquiries covering requests for regular and special service and maintains a time card control on couriers enroute in order to be able to contact them when necessary for the purpose of expediting special service requests. The time card control will also serve as a check on time requirements for the various runs. (These inquiries are now handled by a GS-6 Mail Supervisor.)

5. Trains and indoctrinates new employees. (Presently done by the Section Chief and a GS-6 Mail Supervisor.)

6. Grants leave and schedules vacations subject to the approval of the Section Chief. (Presently done by the Section Chief.)

7. Handles personnel problems or refers them to the Section Chief when necessary. (No clearly defined line of authority for handling such problems at present.)

8. Sees that prescribed security measures are observed. (Presently done by the Section Chief.)

Mail Supervisor (Mail Room) GS-6 (No change in this position which is included on the present T/O.)

1. Assists the supervisor in the duties described under that position.

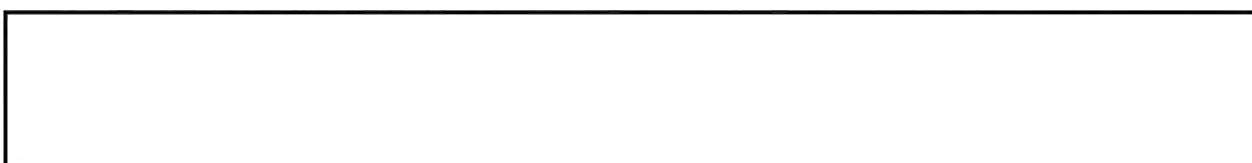
2. Spot checks envelopes to assure compliance of the originating offices with CIA regulations pertaining to addressing and security requirements. Brings to the supervisor's attention any deviations from these regulations.

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3. Works with the mail clerks in performing the following duties:
 - a. Receiving, recording and dispatching registered mail;
 - b. Weighing and computing postage for outgoing mail;
 - c. Receiving and distribution of newspapers;
 - d. Identifying and noting the proper addresses on incoming P. O. Mail with incomplete addresses;
 - e. Sorting mail for distribution or mailing.

Mail Supervisor (Courier) GS-6*

1. Supervises the dispatch of all couriers on scheduled and special runs. (Presently done by a GS-6 Courier and a GS-6 Mail Supervisor.)
2. Prepares brief cases for dispatch. (Presently done by a GS-6 Mail Supervisor.)
3. Spot checks envelopes to assure compliance of originating offices with CIA Regulations pertaining to addressing and security requirements. Brings to the supervisor's attention any deviations from these regulations. (Not regularly being done at present.)



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